DOCUMENT RESUME

ED 381 813 CS 214 844

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TITLE	A Pocket Guide to Correct Grammar. Second Edition. Barron's Educational Series.
REPORT NO	ISBN-0-8120-4381-2
PUB DATE	90
NOTE	182p.
AVAILABLE FROM	Barron's Educational Series, Inc., 250 Wireless Boulevard, Hauppauge, NY 11788 ($4.95).
PUB TYPE	Guides - General (050) -- Guides - Non-Classroom Use (055)
EDRS PRICE	Document Not Available from EDRS.
DESCRIPTORS	*English; *Grammar; *Grammatical Acceptability; Higher Education; Punctuation; Secondary Education; *Traditional Grammar
IDENTIFIERS	Error Monitoring; Grammaticality

ABSTRACT

Designed to be a handy reference tool for everyone who aspires to write and speak correct English, this pocket guide is based on traditional grammar usage. It is organized along conventional lines, with an easy-to-use table of contents and index. The guide encompasses a great deal of information on relatively few pages, and it would be wise for the user to scan the guide from beginning to end before beginning to use it extensively. It is hoped that the guide contains clear, readily usable information and that the examples given can help users gain a thorough grasp of the technical points of grammar. Chapters in the guide are: The Word; The Sentence and Its Parts; Sentence Errors; Logic and Clarity; Emphasis, Consistency, and Appropriateness; Punctuation; and Wordiness. The guide concludes with a glossary of frequently misused words and phrases; a brief section on which prepositions go with which verbs; and another section on verb conjugations and principal parts. (NKA)

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